

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** SR ADMINISTRATOR ASSISTANT BUILDING OFFICIAL

**Date:** 01/27/2005

**Position Level:** 11

**FLSA Status:** Exempt

**Class Code:** 11-6

### GENERAL DESCRIPTION

Primary function is to oversee the entire operation of the Building Department in the designated area of the keys which includes assigning, reviewing and supervising the work of employees.

### KEY RESPONSIBILITIES

1. \* Review all building permit applications for approval.
2. \* Analyze each permit application for compliance of Codes, Regulations, policies for the County, State and Federal Agencies.
3. \* Issue permits and explain the regulations and requirements of the permits.
4. Perform Administrative duties which consist of supervising employees, prepare evaluations, approve time sheets, train new employees, coordinate workloads and responsible for daily deposits.
5. Update computer programs, prepare reports and process refunds.
6. Draft letters to applicants.
7. Inform staff of new changes in the Codes and Regulations.
8. Research old files and permits for customers.
9. Maintain files in an orderly system.
10. Handle upset citizens and Contractors.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

**Position Title:** SR. ADMINISTRATOR/ASST. BLDG. OFF.

**Date:**

**KEY JOB REQUIREMENTS**

<i>Education:</i>	Bachelor's Degree required. A combination of education and experience may be substituted for the formal education requirement.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Must possess either a Standard Building Code Administrators License issued by the State of Florida or be qualified to obtain either a provisional license or Standard Building Code Administrators License within one year of employment.

**APPROVALS**

*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_